

**PONDEROSA TRAILS HOA**

**DATE RECEIVED (office use)**

PLAN REVIEW SUBMITTAL APPLICATION

LANDSCAPING  FENCING  SHED INSTALLATION  OTHER \_\_\_\_\_ (PLEASE CHECK ONE)

c/o Sterling Real Estate Management, 323 S. River Run Road, Ste. 1 Flagstaff, AZ 86001 928-773-0690

For **landscaping**, a completed application requires all of the following:

- Site plot plan showing locations of existing and new plantings, drainages, existing home and any decks, fences, sheds, hot tubs, play equipment etc., any retaining walls, patios, driveways, or paver surfaces on site with (a) setbacks clearly marked and (b) distances from site boundary of all structures and plantings.
- List of plantings (see <http://www.flagstaff.az.gov/documentcenter/view/15057> for a list of approved plant materials).

For **fencing or shed installation** a completed application requires all of the following:

- Height/width/length measurements of fences, accessories, and structures with distances noted between existing and new installations (including home and driveways). Shed placement must not encroach on required setbacks.
- Sheds with more than 120 s.f. of roof area require a City of Flagstaff approved building permit.
- Final (actual) color samples of exterior surfaces of any accessory structures: roofing (shingle sample), all paint colors (body, trim, accents, and doors – actual paint chips with Light Reflective Values [LRV's] stated) and colors of fences.

For **other submittals** please include a description of what you plan to do. Be sure to accompany your submittal with a photo of the area of your home/lot in its existing state.

**DESCRIPTION OF WORK:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***The plan and completed application must be delivered by US Mail or by hand (no electronic submissions please) to the Management Company to begin the review process. No construction work shall begin prior to the applicant's receipt of the Architectural Review Committee's formal written approval.***

Site Address: \_\_\_\_\_ Flagstaff, AZ 86005 Lot# \_\_\_\_\_

Owner(s) \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

**TERMS AND CONDITIONS:**

The undersigned applicant: (a) attests that all the information included in this application is correct, (b) conforms to the terms and conditions of the Ponderosa Trails CC&R's and Residential Development Standards, and (c) agrees that, if approved, no changes will occur during the course of construction without first obtaining formal written approval from Ponderosa Trails HOA. If the HOA must hire an architect to review your plan, this cost will be due and payable from the Owner. All contractors are expected to obtain necessary City of Flagstaff building permits and to keep their building area clean. All trash properly disposed of daily to prevent debris from blowing into neighboring areas. This will be strictly enforced. Please refer to the City of Flagstaff for construction debris container requirements and restrictions.

**AGREED:**

\_\_\_\_\_  
[Applicant's Signature] [Date] **OR** [Contractor's Signature] [Date]

APPROVED AS SUBMITTED/AS NOTED  NOT APPROVED

**Design Review Committee Review Stamp**

**COMMITTEE COMMENTS**  See below  None

